

Hamilton Development Corporation
July 8, 2015

The Hamilton Development Corporation met at Hamilton Town Hall at 7:30 a.m. on Wednesday, July 8, 2015 with Brian Stein, Rick Mitchell, Dave Carey present. Consultant Rachel Meketon, Interim Finance Director Brian Connelly and DPW Director Bill Redford also present.

Call to order

Brian Stein called the HDC meeting to order at 7:30 a.m.

Administration

Minutes from June 22, 2015 (business district tour)

Stein moved to approve the minutes of June 22, 2015. Bill Gisness seconded the motion. VOTE: Unanimous.

Warrants for Bills

FY'15 warrant for Rachel Meketon's remuneration for June for ULI work for \$912.24, and FY'16 warrant for Willow Street mortgage and Harborlight property management for \$1,988.00.

Stein moved to approve HDC warrant 1520 in the amount of \$912.24 and HDC warrant 1601 in the amount of \$1,988.00. Dave Carey seconded the motion. VOTE: Unanimous.

Bequest to the Town

Discussion was on \$6,500 from last year being spent on installing benches downtown, and that going forward the HDC would offer other suggestions on how the bequest funds (\$6,500) could be spent by the Town. The Corporation recommended that the investment should have longevity, potentially more than flower boxes for businesses to be maintained by the business owners, perhaps a contribution toward insurance for downtown merchants or marketing/branding to help the businesses. The HDC has a list from last year that the Corporation members will review and add discussion items from today. The HDC list will be reviewed by DPW Director Bill Redford and Town Manager Michael Lombardo.

Next Steps

Business District Zoning

Discussion ensued about Special Town Meeting warrant closing on September 8, 2015 and meeting is on October 3, 2015. Patrick Reffett, Director of Planning and Inspections, had compiled language on mixed use to be added to zoning by-law which will be reviewed by Planning Board. Language was changed at Town Meeting this past spring to allow two-family in multi-family section of zoning by-law.

59 Willow Street

Stein will have trees on the HDC's property behind the Salem Five bank's parking lot analyzed with likely outcome that the trees will be taken down on the property line.

Other Old/New Business

Policies and Procedures

Discussion was on work in progress on policies and procedures based on statute and how HDC will adopt these. An example of a possible policy would be to streamline process for HDC paying its mortgage so a separate warrant for each month's payment would not have to be voted by the Corporation monthly. A meeting will occur after the next HDC meeting between Rachel Meketon, Dave Carey, Anthony Nickas and Brian Connelly to discuss draft policies and procedures.

Discussion addressed priorities that HDC is focused on including mixed use amendment to zoning by-law and public relations to be done on the matter amongst the town boards as well as with newspaper articles and online marketing. Next steps for HDC will be development of RFP for Willow Street property, presentation of recommended design standards to Town, further analysis on potential for wastewater treatment downtown based on economic reality (i.e., ULI report, availability of state grants, number of units), Stein and Nickas to renegotiate the 59 Willow Street mortgage to extend the interest only scenario. Stein moved to adjourn the meeting at 8:01 a.m. Carey seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: _____
Brian Stein, President